



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	August 20, 2015	Closing Date:	August 27, 2015
Job Title:	Recordation Clerk II	Position Type:	Regular Full Time
PIN:	069671	FLSA Status:	Non-Exempt
Location:	Circuit Court for Prince George's County Upper Marlboro, Maryland	Grade/Salary:	J6 \$30,761 - \$36,447 (Depending on Qualifications)
		Financial Disclosure:	No

Essential Functions: Works in one or more of the following areas: scanning, recording or indexing/verifying and customer service. Processes incoming land instruments at the counter and by mail by determining recordability and calculating and collecting fees and taxes due. Processes charges and payments by using a cash register and settlement of work each day. Indexes/verifies instruments by using a computer keyboard and verifies completed index. Assists the public by providing information about land records procedures at the counter, by telephone and via mail. Maintains all indexes. Operates a cash register.

Experience: One year of land records related experience.

Preferred: Knowledge of land records and cash handling experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to use effective customer service skills. Ability to understand and apply all job related codes, policies, rules and regulations. Ability to learn and apply job related procedures and terminology. Ability to use arithmetic skills, including the ability to calculate percentages and determine and calculate fees and taxes and provide appropriate information to customers. Demonstrated cashiering skills, including ability to use a computerized cash register and make change. Ability to operate a 10 key calculator/keypad. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each not to exceed 5 minutes. Ability to perform all essentials functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Prince George's County
Courthouse
14735 Main Street, Room D1015
Upper Marlboro, MD 20772-9987
ATTN: Hon. Sydney Harrison, Clerk of Court

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.